Ithaca College continuing full-time faculty are normally contracted to a workload equivalent to 24 credits per year. Typically, this workload is assigned during the fall and spring semesters. The standard policies for the determination of overall faculty workload in the School of Humanities and Sciences, as well as the policies governing the calculation of teaching credit load, are listed below. Departments, in collaboration with the Dean, may develop alternate departmental policies in cases where the standard policies do not meet the departmental or disciplinary needs, and these are summarized in the final section of this document. All continuing full-time faculty will complete a Teaching Inventory and Annual Planning Document each fall, which will be submitted to the Department Chair and the Dean. This serves both to document individual faculty workloads and to help department chairs plan the staffing of courses for the following academic year.

**General Workload Policies For Full-Time Continuing Faculty:**

1. *Tenure-Track faculty:* Standard teaching load for tenure track faculty in the School of Humanities and Sciences is 18 credits per year, complemented by 3 credits of service and 3 credits of scholarship.
2. Teaching loads for tenured faculty may be spread across a maximum of 3 years (by reducing load one year and increasing load in another year within the 3-year window) provided the average teaching load per year remains at or above the department standard. In determining teaching loads per semester, faculty should be mindful of service and other responsibilities to the department and college even during semesters when teaching load is lowest.
3. Untenured tenure-­‐track faculty should teach no more than one credit over (to allow for small variations due to 4 credit courses, for example) the department standard teaching load, except in extraordinary circumstances.
4. Faculty whose workloads include scholarship may, with the approval of the chair, redeem scholarship credits (that is, replace load credits in subsequent years normally allocated to teaching by scholarship workload credits) impacted by the otherwise-uncredited supervision of independent studies as detailed below.
* The faculty member receives 1 load credit eligible for later redemption for every 6 student credit hours of independent study generated, as long as they have been reported by the faculty member on teaching load inventories.
* Faculty workload credits generated through independent study supervision do not “expire”; they are not bound by the three-year window mentioned above in policy 1a. However, an entire course worth of credits should normally not be carried over for more than a year. That is, if a faculty member has accumulated 3 or 4 unredeemed workload credits, the chair and faculty member will normally come up with a plan for redemption of the credits within the next academic year.
* In the event that it is not feasible to redeem the credits immediately (e.g., for staffing or curricular reasons), the faculty member, the Dean, and the department chair will discuss alternate arrangements, including potentially extending the redemption window.
1. *Non-Tenure-Eligible Faculty:* The 24 credit loads for NTEN faculty can be variably apportioned depending on departmental needs. Expectations for each NTEN faculty member should be clearly articulated in an activity agreement, which is negotiated between the department or planning unit, Dean, and the NTEN faculty member at the start of each contract period.
2. *Workload Reductions:* Teaching loads may be reduced by administrative release time for activities such as chair duties and service on committees according to already approved release time agreements, but normally no fewer than 6 credits/year (3 credits/semester) of teaching load is permitted for faculty not on leave. Teaching loads may not normally go above 30 credits per year, exclusive of summer and winter sessions. Teaching loads below standard teaching load (but without administrative release) are possible with external funding or in consultation with the H&S dean to account for special circumstances.

**Policies governing the Determination Teaching Load Credits:**

1. *Assignment of Teaching Load Credits to a Course:* Teaching credits for credit bearing courses are normally assigned to the faculty member teaching the course according to the credits the students receive. Namely, a 3-credit course for students equates to a 3 credit teaching load for faculty.
2. *Teaching Load Credits in the case of Team Teaching*: Two faculty who team-teach a course which is already part of a department’s curriculum will normally split the teaching credits associated with the course, so two faculty members co-teaching an n-credit course will each receive n/2 teaching load credits. In some circumstances, such as when two faculty develop a new course, drawing on the combined expertise (subject area and/or pedagogical) of the two faculty members, the workload is typically higher than team-teaching an existing course, both in the initial and subsequent offerings, and increased teaching load credits may be warranted. Balancing our desire to promote more creative and innovative teaching with financial and curricular limitations and expectations, the Dean and the department chair(s) will determine appropriate workloads, which may range from n credits to n/2 credits for an n-credit course, taking into consideration factors such as the ability of the school to fund the proposed workload, the degree of difficulty of integrating and/or teaching the course, and interruptions to the learning curve caused by rotations of participating faculty. For courses taught by more than two professors, the workload will be negotiated to be as consonant as is practicable with the values of balance, promoting novelty, and valuing faculty work that are outlined in this policy.

# Departmental Exceptions to Standard School Workload Policies: